

PURCHASE SECTION REPORT

For Week Ended 5 August 1953

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Requisitions

Balance pending end of previous week	331
Received during week	<u>131</u>
	462
Completed during week	<u>200</u>
Balance pending end of week	<u>262</u>

Purchase Orders Issued

267	\$92,413.06
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Backlog of Typing

Purchase Orders	66
Correspondence	4
Invitations to Bid	31
Bills of Lading	<u>0</u>
Total	<u>101</u>

STATUS OF PENDING REQUISITIONS*

A. Without Action

Held less than 15 days	79	<u>Estimated Value</u>
Held more than 15 days	<u>-0-</u>	\$22,275.00
Total	79	<u>-0-</u>
		<u>\$22,275.00</u>

B. With Action

Pending Information from Requisitioning Office

Held less than 30 days	19	\$ 7,600.00
Held more than 30 days	<u>2</u>	400.00
Total	21	<u>\$8,000.00</u>

Pending Receipt or Opening of Bids

Held less than 30 days	94	\$19,950.00
Held more than 30 days	<u>-0-</u>	-0-
Total	94	<u>\$19,950.00</u>

Pending Clearance from GPO and/or GSA

Held less than 30 days	11	\$ 3,450.00
Held more than 30 days	<u>-0-</u>	-0-
Total	11	<u>\$ 3,450.00</u>

Pending Completion of Service and/or Billing

Held less than 30 days	57	\$ 570.00
Held more than 30 days	<u>-0-</u>	-0-
Total	57	<u>\$ 570.00</u>

Total with Action

<u>183</u>	<u>\$31,970.00</u>
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C. Total Pending Requisitions

262	\$54,245.00
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D. Total Hours of Overtime during the past week: 15 hours.

*Details for each Purchasing Agent are in Purchase Section

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Security Information

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Contracts, Amendments, executed during period of
30 July 1953 through 5 August 1953

<u>Contract Number</u>	<u>Contractor</u>	<u>Commodity & Quantity</u>	<u>Dollar Value</u>
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Status of Contract Actions Pending for Contract Section
As of 5 August 1953

A. No Action	13	
B. Pending receipt of more information, clearances, etc.	14	
C. Pending bid Opening and award	11	
D. Negotiations Underway	5	
E. Pending drafting of contractual documents	1	
F. No further action required by procurement officer		44
1. Pending typing and mailing to Contractor	15	
2. Pending signature of Contractor	9	
3. Pending final clearance and signature of Contracting Officer	3	
		27
		<u>71</u>

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Note: 8 actual requisitions and 40 memos and letters were received during the week which will require contract or other action by the Contract Procurement Officers. Since in many cases two or more of these documents will be consolidated into one action, these figures do not mean that 48 separate actions will be required. The figures above of contract action requests received, completed, or pending are on this consolidated basis. The consolidations, cancellations and transfers resulted in net new contract actions of 18.

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